



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Chief Talent Officer

Reports to: Superintendent
Department: Talent Management
Number of Days: 12 Months
Compensation: XG-04
Overtime Status: Exempt
Date Job Revised: June 23, 2016

Position Summary: Reporting to the Superintendent of Schools, the Chief provides leadership, direction, and guidance for the strategic initiatives and day-to-day operations of the Talent Management Division. Leads the overall mission to find and retain great talent for all positions in the organization in order to meet the mission of high student achievement. Develops and implements strategic goals in recruitment, selection, induction, deployment, performance management and professional development for all employees with a strong focus on teacher and principal effectiveness. Drives the work embedded in the school system's Talent Management strategy and links to other TPS departments and stakeholders in this work.

Qualifications/Job Requirements:

Education:

- Masters Degree in Educational Administration, Human Resources, Business, Labor Relations, or a closely related field.

Specialized Knowledge, Licenses, etc:

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Experience:

- Must have a minimum of 5 years significant experience in a leadership role, preferably working in a Talent Management or human resources position in a collective bargaining environment

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

- Ability to Work Closely with Principals - Understands the role of Principal as primary customers and to provide services to all employee groups effectively and efficiently.
- Ability to Collaborate – Proactively works in partnership with others to achieve a common goal or necessary objective; builds rapport and cooperative relationships with others; establishes and maintains strong relationship with employee associations and relevant stakeholders.
- Ability to Deliver Effective Customer Service – Makes customers and their needs a primary focus. Takes appropriate immediate action to meet customer needs and concerns and continually assesses feedback from customers to make improvements.

- Ability to Work Effectively As a Team Member – Actively participates as a member of the Superintendent's cabinet to move the team toward the completion of goals. Informs and involves others by sharing important relevant information with stakeholders. Places higher priority on team and organizational goals.
- Ability to Communicate Effectively – Effectively conveys reliable accurate information so that the recipient clearly understands its intent. Uses appropriate written, verbal, or electronic communication format to disseminate information.
- Ability to Maintain Confidentiality – Makes effective business decisions regarding with whom to discuss sensitive and confidential information. Respects the privacy of others, and maintains the confidentiality of information to which exposed. Consistently uses good business judgment.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Oversees the development of annual Talent Management metrics, which result in attracting and deploying a highly effective workforce that achieves rigorous student outcomes;
- Oversees the collaborative efforts of all departments and processes related to Talent Management, including the recruitment, selection, assignment, development, induction, credentialing and performance management of all staff;
- Develops and oversees implementation of Talent Management and human resources policies and processes
- Develops annual performance plans which enable the division to meet its commitments as stated in the Talent Management and Strategic Plans;
- Frequently reviews and utilizes metrics related to Talent Management to ensure attainment of goals and quality measures of the workforce;
- Supervises the performance of all staff within the department to ensure a service model that focuses on the Talent Management needs of schools and all work locations;
- Collaborates with the Division of Academics, Associate Superintendents and Directors to ensure cross-functional implementation of the school system's Talent Management Strategy, school staffing and other related initiatives;
- Interprets Board policies and procedures to staff and makes recommendations to for policies and procedures pertinent to Talent Management issues;
- Acts as a transformational change agent and initiatives process redesign and continuous improvement in all aspects of Talent Management work;
- Anticipates the needs of the organization's Talent Management capacity and utilizes data and information to accurately project and adjust to those needs.